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CONTENTS

<u>Paragraph</u>	<u>Page</u>
1. PURPOSE	1
2. GENERAL	1
a. FUNCTION AND APPLICATION	1
b. APPLICABLE FORMS	1
c. LIMITATION CATEGORIES	2
3. RESPONSIBILITIES	4
a. OPERATING OFFICIALS	4
b. ADMINISTRATIVE AND PERSONNEL OFFICERS	4
c. OFFICE OF DATA PROCESSING	5
d. OFFICE OF PERSONNEL	5
e. COVER AND COMMERCIAL STAFF	5
f. EMPLOYEES	5
4. PROCEDURE	5
a. GENERAL	6
b. SPECIFIC APPLICATIONS	11
5. DEFINITION OF RECORD ITEMS AND REQUIREMENTS	11
a. SOCIAL SECURITY NUMBER	11
b. NAME (Last-First-Middle)	12
c. AFFILIATION CODE	12
d. HEADQUARTERS CODE	15
e. SPECIAL REFERENCE ITEMS 1, 2 and 3	15
f. CONTROL POINT	16
g. INFORMATION DATE	16
h. TITLE (Used with Name)	16
i. OFFICE OR DIVISION	18
j. OFFICE ROOM NUMBER	18
k. BUILDING	18
l. (NOT USED)	19
m. OFFICE LOCATION QUALIFIER	19
n. LIMITATION CATEGORIES	19
o. REGISTRY OR OFFICE MAILING ADDRESS	19
p. OFFICE TELEPHONE EXTENSIONS	20
q. HOME TELEPHONE NUMBER	20
r. HOME ADDRESS (Home Leave Address if Assigned PCS Abroad)	21
s. APARTMENT NUMBER	22
t. ZIP CODE	22
u. EXTERNAL OR NON-AGENCY OFFICE ADDRESS	22
v. EXTERNAL OR NON-AGENCY OFFICE TELEPHONE NUMBERS	23
w. OVERSEAS MAILING ADDRESS (U.S. Mailing Address if Different from Home Address)	23
x. NAME OF EMERGENCY DESIGNEE	24
y. RELATION	24
z. DESIGNEE'S YEAR-OF-BIRTH (Optional)	25
aa. DESIGNEE WITTING OF AGENCY EMPLOY (Individual's)	25
bb. NOTIFICATION RESTRICTION ON RECORD	25
cc. DESIGNEE HOME TELEPHONE NUMBER	25
dd. DESIGNEE BUSINESS TELEPHONE NUMBER	26
ee. DESIGNEE'S HOME ADDRESS	26
ff. DESIGNEE'S BUSINESS ADDRESS	27

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CONTENTS

PERSONNEL

Figure

- 25X1A
1. HEADQUARTERS AREA ASSIGNEE
 2. [REDACTED]
 3. FOREIGN FIELD ASSIGNEE
 4. DETAIL TO ANOTHER GOVERNMENT AGENCY
 5. PSUEDONYM NAME-OF-RECORD
 6. ALIAS RECORD(S)
 7. EXTENDED EXTERNAL TRAINING
 8. LWOP OVERSEAS TO ACCOMPANY SPOUSE
 9. AFFILIATES, ASSOCIATES & U.S. GOVERNMENT ASSIGNEES

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PERSONNEL

Rescission: HHB dated 20 July 1973

1. PURPOSE

This handbook prescribes procedures and requirements for maintaining a centralized emergency and locator record system for Agency personnel in accordance with policies set forth in HR

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2. GENERAL

a. FUNCTION AND APPLICATION

- (1) The function of the Central Emergency & Locator System (CEMLOC) is to:
 - (a) Provide accurate and current information needed to locate, contact, or address personnel at work or at home.
 - (b) Ensure rapid communication of pertinent central locator information changes to the Telephone Facilities Branch, the Mail and Courier Branch, the Agency's Security Duty Office, the ~~CIA Operations Center~~, the ~~Cover and Commercial Staff~~, and the Office of Personnel.
 - (c) Identify and locate the person to be contacted in the event of an employee's illness, injury, or other emergency.
 - (d) Furnish controlled information for the preparation of ~~the CIA Combined Telephone Directory and other key listings.~~
 - (e) Provide the Office of Finance with address information required for completion of Form W-2, Wage & Tax Statement, and other related payroll and tax forms.
- (2) A record will be maintained in CEMLOC for all staff employees; staff agents; contract employees (Types C, I and E); civilian and military detailees; summer only employees, associates and affiliates; appointed consultants; selected overt independent contractors; CIARDS annuitants; and separated personnel. Other categories of personnel may be included under procedures approved by the Director of Personnel.

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b. APPLICABLE FORMS

- (1) Form 642, Central Emergency and Locator Record, will be maintained as the component reference record for the types of personnel noted above. It also will be used to report to the Office of Personnel information changes needed to update the computer based CEMLOC master record.

Revised: 24 August 1976

1

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25X1A

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PERSONNEL

- (2) Form 642v, Personal Verification Report - Central Emergency & Locator Record, will be issued periodically to enable employees to verify the accuracy of information recorded for them in CEMLOC with instructions for reporting changes through their component locator desk.

c. LIMITATION CATEGORIES

- ~~eight~~ (1) Each individual recorded in CEMLOC will be placed in one of the ~~nine~~ limitation categories described below, depending on assignment or cover status. Limitation categories determine the security controls to be exercised over release of information pertaining to an individual in response to internal or external inquiries (e.g., credit inquiries, employment verification, and other information requests).

Category 1

~~Listed in the Agency telephone directory.~~ Locator information for personnel in the headquarters area (~~Hqs. Code 1~~) is recorded in the Agency's central telephone and mail facilities for all inquiries. (See paragraph (2)(a) below.)

Category 2 *Not used.*

~~Not listed in the Agency telephone directory.~~ Locator information for personnel in the headquarters area (~~Hqs. Code 1~~) is recorded in the Agency's central telephone and mail facilities for all inquiries. (See paragraph (2)(a) below.)

Category 3

~~Not listed in the Agency telephone directory.~~ Locator information for personnel in the headquarters area (~~Hqs. Code 1~~) is recorded in the Agency's central telephone and mail facilities for INTERNAL AGENCY RELEASE ONLY. (See paragraph (2)(b) below.)

Category 4

~~Not listed in the Agency telephone directory.~~ Locator information is not available to Agency telephone operators or mail facilities. (See paragraph (2)(c) below.)

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PERSONNEL

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25X1A

Category 5

~~Not listed in the Agency telephone directory.~~ Locator information is listed in the Agency's central telephone and mail facilities for INTERNAL AGENCY RELEASE ONLY or REFERRAL OF CALLS TO A SPECIFIC CONTROL POINT. (See paragraph (2)(d) below.)

Category 6

(Summer only employees.) Controls are identical to category 1.

Category 7

(CIARDS Annuitants.) Locator information consists of the correspondence address only and is restricted to Retirement Affairs Division, Office of Personnel; the Director of Personnel; and the Compensation and Tax Division, Office of Finance.

Category 0

(Personnel assigned PCS overseas.) Locator information is not available to Agency telephone operators or mail facilities. (See paragraph (2)(g) below.)

Category X

(Individuals whose Agency records are in *pseudonym*.) Locator information is restricted to the headquarters administrative control point responsible for the individual. (See paragraph (2)(h) below.)

Locator information for personnel in all categories is recorded in master locator files in the Office of Personnel, the Office of Security, and the ~~VCA~~ Operations Center for AUTHORIZED EMERGENCY USE. **OFFICE OF CURRENT**

- (2) The placement of personnel in the limitation categories cited above will be governed as follows:

- (a) Overt personnel in the headquarters area ☐ normally are placed in category 1, ~~or 2~~.
- (b) Personnel in the headquarters area ☐ under authorized nominal cover established by the ~~Cover and Commercial~~ Staff are placed in category 3 unless specific exception is granted by the Staff.

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25X1A

Revised: 24 August 1976

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- (d) Overt employees carried in categories ~~1 or 2~~ will be placed in category 5 when special circumstances, usually of a temporary nature, warrant restrictions on the release of information or the referral of requests to a specific control point within the Agency. Such circumstances may, for example, include publicity involvement, litigation, crank calls, and special assignments. The placement of personnel in category 5 will be made only by the Office of Security or the ~~Cover and Commercial~~ **CENTRAL** Staff which in turn will transmit details of releasable information and applicable restrictions to all Agency elements concerned.
- (e) Summer only employees will be placed in category 6.
- (f) CIARDS annuitants will be placed in category 7.
- (g) Personnel assigned PCS overseas (except those under non-official cover) will be placed in category 0.
- (h) Individuals whose Agency records are in pseudonym will be placed in category X. (See paragraph 4b(8) and figure 5.)

3. RESPONSIBILITIES

a. OPERATING OFFICIALS

Each Operating Official will ensure that Form 642 is maintained for personnel under his jurisdiction.

b. ADMINISTRATIVE AND PERSONNEL OFFICERS

Administrative and personnel officers responsible for maintaining a component's CEMLOC record will:

- (1) Prepare Form 642 for each individual entering on duty and forward the form promptly to the Locator Control Officer, Transactions and Records Branch, Office of Personnel.
- (2) Maintain a file of computer produced form sets received from the Office of Personnel.
- (3) Promptly enter changes in recorded information on Form 642 and forward to the Locator Control Officer.
- (4) Ensure that each individual knows his assigned limitation category and the controls involved.

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PERSONNEL

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c. OFFICE OF DATA PROCESSING

The Office of Data Processing will:

- (1) Maintain the CEMLOC master computer record for the Office of Personnel.
- (2) Process information changes received from the Office of Personnel.
- (3) Provide computer produced material to the Office of Personnel.

d. OFFICE OF PERSONNEL

The Office of Personnel will:

- (1) Process all CEMLOC information changes received on Form 642.
- (2) Ensure controlled distribution of information produced from the central computer system.
- (3) Monitor the accuracy of the CEMLOC master record, informing Operating Officials of problems concerning their personnel that need correcting.

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e. ~~COVER AND COMMERCIAL~~ STAFF

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The ~~Cover and Commercial~~ Staff will instruct components, through cover action forms, to change an employee's limitation category number when cover is established or cancelled and will help the Office of Personnel to monitor the accuracy of the CEMLOC master record on cover matters.

f. EMPLOYEES

Employees will report all required locator information changes to their administrative or personnel officer immediately and will verify information submitted to them periodically for review on Form 642v.

4. PROCEDURES

a. GENERAL

- (1) Form 642 has an upper and lower portion; the upper portion contains items filled in by the computer and is marked "FOR MACHINE USE ONLY," and the lower portion contains matching items for reporting changes. Information should never be written into or erased from the upper portion of the form. In addition, only those items involving a change

25X1A

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PERSONNEL

or addition to the master record should be completed in the lower portion of the form; the unaffected items are to be left blank. If an item is to be deleted, cross out (X) that item in the lower portion of the form.

- (2) Form 642 is processed through the computer as a two-part set. Part two provides components with a temporary suspense record when the original or first part is sent to the Locator Control Officer to adjust the CEMLOC master record. The suspense copy should be destroyed upon receipt of a new computer updated two-part set.
- (3) To assist the Locator Control Officer in processing changes, explanatory notations should be made in the "Remarks" section at the bottom of the form; e.g., New Employee, Reemployment EOD, Separated, CSC Retiree, CIARDS Retiree, PCS Overseas Assignment, LWOP for 60 days.
- (4) If a component's set of Form 642 is lost or destroyed, the Locator Control Officer should be notified immediately, by speed letter, noting the employee's name and social security number. A computer produced duplicate set will be furnished to the requesting component as quickly as possible.

b. SPECIFIC APPLICATIONS

(1) Entrance-On-Duty or Addition of Record

- (a) All applicable items must be completed on the lower half of Form 642 for each individual entering on duty and the original part sent to the Locator Control Officer for processing as a new record with the notation "New Employee" printed in the "Remarks" section of the form. The initial computer produced two-part set will be returned to the submitting office. An initial Form 642 must contain the following items (see paragraph 5) to be accepted by the CEMLOC system:

Social Security Number	Building
Name	Office Location Qualifier
Affiliation Code	Limitation Category Number
Headquarters Code	Registry or Office Mailing Address
Control Point Number	Blackline #1
Office or Division	

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PERSONNEL

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The remaining items must be completed as required. (see Figures 1 thru 9) For personnel entering on duty in the Temporary Assignment Section (TAS) of the Office of Personnel who will remain in TAS for seven (7) days or more, pending reassignment to a regular position, TAS will submit the initial Form 642 and later transfer the computer produced form to the employee's regular office of assignment. An employee's regular office of assignment will be responsible for initiating a Form 642 if the employee has remained in TAS for six days or less.

- (b) For personnel entering on duty who were previously employed by the Agency within the past three years, the notation "REEMPLOYMENT EOD" should be printed in the "Remarks" section of Form 642.

(2) Reassignment

- (a) Form 642 must be transferred from the losing component to the gaining component as soon as possible after an employee is reassigned. Gaining components are responsible for reporting changes to the CEMLOC master record that result from the reassignment and should be alert to receiving the two-part set from the losing component.
- (b) Reassignment can subject every item in the CEMLOC master record to change. Reassignment within the headquarters area alone will affect key items on lines A, B, and C of Form 642. Reassignment to the field will create more extensive record changes:

(1) For assignment ☐

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- (a) Change office locator information on lines A, B, and C to reflect the headquarters area administrative control point responsible for the individual.
- (b) Adjust the home address and telephone number if needed.
- (c) Fill in the "External or Non-Agency Office Address" item and telephone information on lines E and F, subject to the provisions of paragraph 5u, to reflect the ☐

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(2) For assignment ☐

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- (a) Change office locator information on lines A, B, and C to show the headquarters area administrative control point responsible for the individual.
- (b) Revise line D to show the HOME LEAVE point, as applicable.

Revised: 24 August 1976

Approved For Release 2002/06/14 : CIA-RDP82-00357R000200010014-8

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PERSONNEL

- (c) Complete line F to show the OVERSEAS MAILING ADDRESS.
- (d) Ensure that the individual considers emergency designee information in terms of the overseas assignment (the Agency prefers that designees reside in the continental U.S.)

(3) Change in Affiliation

Affiliation, the nature of an individual's relationship to the Agency, is one of the factors that determine the content of the CEMLOC master record (see paragraph 5c). For example, when a staff employee converts to staff agent status, the CEMLOC master record must be changed to show that the employee has separated from the Agency (affiliation code D21), and a new master record established in pseudonym in accordance with the procedures prescribed in paragraph 4b(8) below (affiliation code A20). Only the pseudonym record will be shown in the CEMLOC listings of active personnel. In another instance, the record of a staff employee converting to contract status in the same job with no change in cover status may require only that the affiliation code be changed from A10 to B12. For Associates, Affiliates, and U.S. Government Assignees to Agency Installations, (affiliation codes A60 and G13 through G22), lines E thru I of Form 642 are completed to reflect parent agency referral information rather than the type of information normally recorded for an Agency employee (see Figure 9).

(4) Separation

- (a) A CEMLOC master record is maintained for each separated employee under affiliation code D11 or D21. For individuals under affiliation code D11, the master record will be maintained until there is no further obligation or interest. For individuals under affiliation code D21, the master record will be removed from the active computer based CEMLOC file after three years. Most separated employees fall under the affiliation code D21.
- (b) When an employee separates from the Agency, the responsible component will change the information on lines B and C of Form 642 to reflect the office location and extension of the headquarters area administrative control point responsible for the individual at the time of separation and furnish the employee his Form 642 to hand carry to the Personal Affairs Branch, Office of Personnel (OP/PAB) for

PERSONNEL

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exit processing on his or her last working day. If this is impractical for valid reason (for example, separation in the field), the office of assignment will forward the employee's Form 642 to OP/PAB prior to the employee's last working day with lines B and C completed as noted above and with an explanatory notation. OP/PAB will work with the responsible component to record in the appropriate sections of the form the most effective long range address available for the separated employee, note SEPARATED in the "Remarks" section, and forward the original (the reporting copy) to the Locator Control Officer.

- (c) The CEMLOC master record for CIARDS annuitants will be maintained by the Retirement Affairs Division of the Office of Personnel (OP/RAD) through continuing correspondence with annuitants. Control of CIARDS annuitant locator information is the responsibility of OP/RAD.
- (d) When CIARDS annuitants are rehired, or their survivors hired, by the Agency as staff or contract employees, the office of assignment will be responsible for submitting and/or maintaining the individual's Form 642. OP/RAD, however, will provide for the inclusion of a correspondence code (G, D or S) in special reference field # 1 and the hospitalization code (422, 511, etc.) in special reference field # 2, through the Locator Control Officer. Tagging of CIARDS annuitant and survivor records in this manner is essential to keeping such personnel advised of changes in their entitlements, etc.

(5) Extended External Training Status

When an individual is enrolled in an external training course for 60-days or more, Form 642 should be adjusted to reflect the training status as shown in Figure 7. Locator records amended in this manner provide essential information needed by the Agency's key information control points during emergencies.

(6) Leave Without Pay (LWOP)

- (a) When an employee is placed in an LWOP status, the office of assignment should continue to maintain Form 642 and the central locator record as it would for an active employee. If the LWOP period is to exceed 90 days, however, consideration should be given to changing the

Revised: 24 August 1976

9

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items on lines B and C of Form 642 to reflect office locator information for the administrative control point if different from employee's normal work location. For extended LWOP periods, the term "LWOP" should be recorded in the "SPCL REF 1" (Special Reference) item on line A along with the changes on lines B and C to help qualify records used by the ~~CIA Operations Center~~ ^{OFFICE OF CURRENT} or Security Duty Office in contacting or locating Agency personnel.

- (b) When staff personnel are placed in LWOP status to accompany their (employee) spouse on a PCS overseas assignment, Form 642 must be completed as shown in the example in Figure 8 to ensure protection of the spouse's cover status. In addition to special requirements for recording office locator information and the recording of special reference codes in the Special Reference items, the procedure requires retention and printing of the last U.S. mailing address on the individual's Form W-2, Wage & Tax Statement, at the end of the calendar year, and special handling of the forms by the Office of Finance and the Agency component concerned.

(7) Detail to Another Government Agency

When an employee is detailed to another Government agency, the CEMLOC master record must be adjusted by making the following entries on Form 642 as shown in Figure 4:

- (a) Complete the "SPCL REF 1" item on line A by entering the acronym "DAGA", which is the code abbreviation for "detailed to another Government agency."
- (b) Complete the office locator and telephone information on lines B and C to show the headquarters area administrative control point responsible for the individual.
- (c) Complete lines E and F to show the name of the agency to which the employee was detailed, the room number, building, IDS code, telephone extension, and public telephone number, as applicable.

(8) Pseudonym Records

When an employee's general Agency records are in pseudonym (for example, staff agent), Form 642 will be prepared as shown in the example in figure 5 to record the CEMLOC master record in pseudonym with a pseudonym Social Security Number as noted in paragraph 5a(1) below. The master record will be maintained so that matters concerning a particular pseudonym identity will be directed to a designated headquarters area administrative control point. A true name master record is not maintained in CEMLOC for personnel whose Agency records are in pseudonym.

PERSONNEL

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A60 Associates and Affiliates

Employees of other U.S. Government agencies performing tasks for their parent organizations but assigned to the Agency for certain administrative purposes.

B11 Type C (Career Associates) Contract Employees

Contract employees who perform duties, on a career basis, usually of a clandestine and operational nature. To qualify for career associate status, United States citizens are required to demonstrate their operational value to the Agency for not less than three years; foreign nationals for not less than five years. When it is necessary for a career associate to have staff-type access to an Agency installation or classified information, he or she must meet the same security approval criteria as a staff employee.

B12 Type I (Internal) Contract Employees

Contract employees, engaged for a specific period of time, who usually work inside Agency installations. They are required to meet the same security approval criteria as staff employees, but are permitted only such access to classified information as authorized in their security approval and as required in the performance of their duties.

B13 Type E (External) Contract Employees

Contract employees, engaged for a specific period of time, who usually work outside Agency installations. They are not required to meet the same security approval criteria as staff employees and are not permitted the same access to Agency installations as staff employees or Type I contract employees. They are permitted only such access to classified information as authorized in their security approval and as required in the performance of their duties.

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B22 Consultants Appointed

Individuals with special skills, experience, or knowledge appointed to serve in an advisory capacity for a period not to exceed one year.

Revised: 24 August 1976

13

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25X1A

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PERSONNEL

D11 Separated Personnel Affiliated With the Agency

Separated personnel who are no longer employed or associated in a work status with the Agency but to whom the Agency has outstanding or continuing obligations or interest (for example, CIARDS annuitants, ~~civilian reserve~~) or who still have outstanding obligations to the Agency.

D21 Separated Personnel No Longer Affiliated With the Agency

Separated personnel for whom the Agency no longer has an obligation or reason to remain in contact beyond the provision of a Form W-2, Withholding Tax Statement, at the end of the tax year.

E11 Overt Independent Contractors

Persons engaged by contract to perform tasks for components outside the DDO, such as economic, political, scientific, historical, research and analysis, or linguistic services, or services in support of medical, training, security, or personnel activities.

G13 Maintenance & Building Management

Civilians (usually GSA personnel) who are assigned to Agency installations to perform construction, alterations, renovations, repair and maintenance work; or to supervise and manage such services.

G15 U.S. Government Civilian Assignees on InterAgency Committees, Boards, or Projects

Civilian employees of other U.S. Government agencies, assigned by their parent organizations to inter-agency intelligence boards, committees, or projects, who are furnished office space or who are badged because of continuing contact with Agency personnel. Communications specialists and couriers who are furnished office space or who are badged because of continuing contact with Agency personnel.

G22 Military Representatives on InterAgency Committees, Boards, or Projects

Military personnel on active duty assigned by their parent organizations to inter-agency intelligence committees, boards, or projects, who are furnished office space and certain logistical support because of the necessity for continuing liaison with Agency personnel.

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PERSONNEL

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25X1A

Military Titles

ADM	Admiral	LCDR	Lieutenant Commander
AB	Airman Basic	LT GEN	Lieutenant General
AG	Adjutant General	LT (jg)	Lieutenant (Junior Grade)
AIC	Airman First Class	MAJ	Major
AMN	Airman	MAJ GEN	Major General
BRIG GEN	Brigadier General	MSGT	Master Sergeant
CAPT	Captain	PFC	Private First Class
CDR	Commander	PO	Petty Officer
CHIEF	Chief	PVT	Private PV2, Private E2 Private PV1, Private E1
COL	Colonel	RADM	Rear Admiral
COMDT	Commandant	SEAMAN	Seaman
CPL	Corporal	S1C	Seaman First Class
CPO	Chief Petty Officer	SFC	Sergeant First Class
CWO 4	Chief Warrant Officer	SGT	Sergeant
CWO 3		2ND LT	Second Lieutenant
CWO 2		SGT MAJ	Sergeant Major
CWO 1	Warrant Officer	SP 4	Specialist Four, etc.
ENS	Ensign	SP 5	
FADM	Fleet Admiral	SP 6	
1ST LT	First Lieutenant	SSGT	Staff Sergeant
GEN	General	T2G	Technician Second Grade
LCPL	Lance Corporal	TSGT	Technical Sergeant
LT	Lieutenant	VADM	Vice Admiral
LT COL	Lieutenant Colonel		

Revised: 24 August 1976

17

25X1A

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PERSONNEL

i. OFFICE OR DIVISION

The "Office/Division" on line B of Form 642 is used to record the organizational abbreviation of the Office or Division responsible for maintaining the CEMLOC master record for the individual. Abbreviations will conform with the Agency standard abbreviations used with the Official Staffing System.

j. OFFICE ROOM NUMBER

The "Office Room Number" on line B of Form 642 is used to record the number of the room in which the individual has his or her desk or regular work space. It should not be confused with an individual's "Registry or Office Mailing address," a separate section on line B. (Occasionally, the Office room number and Registry address are the same.)

For personnel who do not occupy a regular work space in a headquarters area building, the room number recorded must be the work location of the headquarters administrative or personnel officer responsible for the individual (the administrative control point to which matters concerning the individual should be directed). When a room number represents an administrative control point, the code "C" must be recorded in the "Office Location Qualifier" section on line B (see paragraph 5m below.)

k. BUILDING

The "Building" on line B of the form is used to record the abbreviated name of the building in which the "Office Room Number" is located. The building will be an Agency building or Agency occupied office space within the greater Washington area.

Acceptable building abbreviations:

NOS	Headquarters
AMES	Ames Building
C OF C	Chamber of Commerce Building
CENTRAL	Central Building
EAST	East Building
GARAGE	Headquarters Garage
KEY	Key Building
MAGAZINE	Magazine Building

See Revised List

25X1

25X1A

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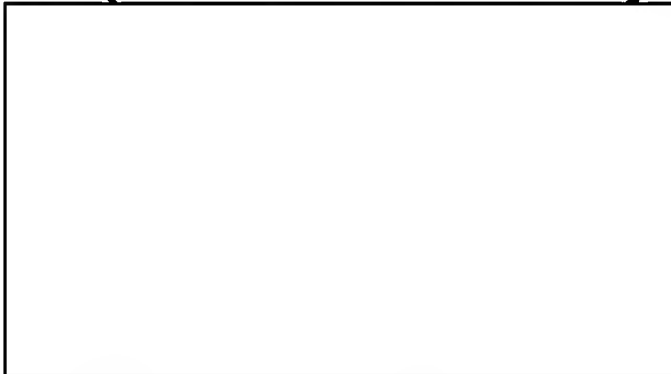
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PERSONNEL

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25X1A

P&P BLDG. Printing & Photography Building
SOUTH South Building



WH HOUSE White House
TREASURY Treasury Building

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1. (Not Used)
- m. OFFICE LOCATION QUALIFIER

The "Office Location Qualifier" on line B of Form 642 will be used to qualify the items "Office Room Number", "Building", "Registry or Office Mailing Address", and "Office Telephone Extensions" as follows:

W = The items represent the actual work location or area of the individual.

C = The items represent the location of the headquarters administrative control point responsible for handling matters relating to the individual.

- n. LIMITATION CATEGORIES
See Paragraph 2c.
- o. REGISTRY OR OFFICE MAILING ADDRESS

The "Registry or Office Mailing Address" on line B of Form 642 is used to record the room number and building of the headquarters component registry or mail room to which official mail is delivered for the individual. In most instances, this address is different from the "Office Room Number" and "Building" sections recorded as the individual's place of work or physical location. For example, mail for an individual located in GD-5307 Headquarters Building

Revised: 24 August 1976

19

25X1A

HHB
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PERSONNEL

may be delivered to the component mail room at 2E23 Headquarters Building. If the "Office Location Qualifier" is coded "C", the registry or office mailing address should be the registry address of the headquarters administrative or personnel officer responsible for the individual.

p. OFFICE TELEPHONE EXTENSIONS

NEW

The "Black #1" section on line C of Form 642 is used to record the individual's primary 4-digit headquarters area Agency telephone extension. The extension listed in this section and other sections for telephone numbers on line C should conform to the "Office Location Qualifier" code. The "Black #1" section may also be used for recording another government agency telephone number of up to 8-digits for an Agency employee assigned to work in another agency, if it is appropriate that the individual's name and number be listed with the Agency's Information Operators. The office telephone information for Agency personnel working in other government agencies should also be listed on line F of Form 642 in the "External or Non-Agency Office Telephone Numbers" section.

"The Black #2" section on line C is used to record the secondary Agency extension assigned to an individual. If the secondary extension is a rotary extension of "Black #1," it may be left blank. If it is not a rotary, it should always be filled in.

"The Red #1" section on line C is used to record the individual's primary 4-digit Headquarters Building red line extension.

"The Red #2" section on line C is used to record the individual's secondary red line extension.

"The Green #1" section on line C is used to record the individual's green line or KY3 extension.

"The Gray #1" section on line C is used to record the individual's primary gray line extension.

"The Gray #2" section on line C is used to record the individual's secondary gray line extension.

q. HOME TELEPHONE NUMBER

- (1) The "Home Telephone Number" item on line C of Form 642 is used to record the telephone number of the individual's "Home Address" (line D).

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PERSONNEL

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5v

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For consultants, record the consultant's own office address outside Agency facilities.

For Agency personnel on extended external training, record the address of the training facility (see Figure 7).

v. EXTERNAL OR NON-AGENCY OFFICE TELEPHONE NUMBERS

(1) Interdepartmental Dial System Code

The "IDS Code" item on line F of Form 642 is used, ~~to record the 2 to 5 digit codes for personnel who have the address of another Agency recorded in the "External or Non Agency Office Address" section on line E.~~ *no longer* It will be deleted from Forms 642 and 642V on the next printing.

(2) External or Non-Agency Extension

The "Extension" item on line F is used to record the telephone extension number for use with the ~~IDS code or~~ "Public Telephone Exchange Number" in conjunction with the "External or Non-Agency Office Address" on line E.

(3) Public Telephone Exchange Number (External Office)

The "Public Telephone Exchange Number" item on line F is used to record the outside telephone number listed for the office address shown in the "External or Non-Agency Office Address." For numbers outside the Washington metropolitan exchange area, include the area code as part of the telephone number (for example, 212/686-1234).

w. OVERSEAS MAILING ADDRESS (U.S. Mailing Address If Different From Home Address)

(1) When recording an overseas mailing address for an individual assigned PCS overseas,

or foreign address acceptable to the Agency.

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(2) The "U.S. Mailing Address If Different From Home Address" item is applicable only to personnel assigned to the headquarters area Enter the mailing address that is not the residence or domicile of the individual; for example, P.O. box in lieu of the number and street of residence. Do not enter the address of a

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Revised: 24 August 1976

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PERSONNEL

x. NAME OF EMERGENCY DESIGNEE

The "Name of Emergency Designee" item on line G of Form 642 is used to record the name of the person to be notified in case of emergency. The designation is the responsibility of the individual and must be in conformance with HR ☐

25X1

Emergency designee names are recorded FIRST-MIDDLE OR MI-LAST.

y. RELATION

The "Relation" item on line G of Form 642 is used to record the relationship of the emergency designee to the individual.

Relationship is recorded by use of one of the 2-character codes listed below.

STANDARD RELATIONSHIP CODES

Attorney	AT	Minister	MI
Aunt	AU	Mother	MO
Brother	BR	Mother-In-Law	ML
Brother-In-Law	BL	<i>Neighbor</i> Nephew	<i>NB</i> NE
Cousin (Female)	CF	Niece	NI
Cousin (Male)	CM	Physician	PH
Daughter	DA	Remarried Widow Survivor	RW
Daughter-In-Law	DL	Sister	SI
Executor	EX	Sister-In-Law	SL
Father	FA	Son	SO
Father-In-Law	FL	Son-In-Law	SW
Former Husband	FH	Spouse	SP
Former Wife	FW	In Lieu of Husband or Wife	
Foster Brother	FB	Step Brother	SB
Foster Sister	FS	Step Daughter	SD
Friend (Female)	FF	Step Father	SF

25X1

PERSONNEL

HMB

5z

Friend (Male)	FM	Step Mother	SM
Grandfather	GF	Step Sister	SS
Grandmother	GM	Step Son	SN
Great Aunt	GA	Subject (Himself or Herself)	SU
Great Uncle	GU	<i>Supervisor</i>	<i>SV</i>
		Uncle	UN
Husband	HU	Wife	WI

z. DESIGNEE'S YEAR-OF-BIRTH (Optional)

The "Year of Birth" item on line G of Form 642 is used to record the year of birth of the person named as emergency designee. The entry should consist of the last two numbers of the year-of-birth. For example, 1930 should be recorded as 30. If the employee elects not to provide the information, two dashes (--) should be noted.

aa. DESIGNEE WITTING OF AGENCY EMPLOY (Individual's)

The "Designee Witting of Agency Employ" item on line G of Form 642 is used to record one of the following one-digit codes:

1 - YES

2 - NO

This qualifying code is essential to the security and personnel officers handling an employee emergency involving contact with an emergency designee.

bb. NOTIFICATION RESTRICTION ON RECORD

The "Notification Restriction on Record" item on line G of Form 642 is used to record the letters Y (YES) or N (NO). This qualification indicates whether there are limitations or restrictions on how to notify the emergency designee in case of illness, accident, death, or other emergency. Caution is required when notifying designees with special health problems, such as a heart condition, or who are known to be very emotional. When there are restrictions, they should be spelled out by the employee in a MEMORANDUM FOR THE RECORD: SUBJECT: Emergency Notification Restrictions, and forwarded to the Office of Personnel for filing in the employee's official personnel folder.

cc. DESIGNEE HOME TELEPHONE NUMBER

The "Designee Home Telephone Number" item on line G of Form 642 is used to record the home telephone number of the emergency designee.

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5dd

PERSONNEL

25X1A

Telephone numbers for the Washington metropolitan area will consist of the regular 7-digit number.

Examples:

435-4321

385-1234

Telephone numbers recorded for locations outside the Washington metropolitan exchange area will consist of the area code and the number.

Examples:

703/491-1234

215/202-9876

Unlisted numbers recorded in the Agency's CEMLOC system must be given the same protection provided by the telephone company, except that such numbers may be used for official contact purposes.

Unlisted numbers will be suffixed with the code "UL" as follows:

938-9966 UL

515/123-4567 UL

dd. DESIGNEE BUSINESS TELEPHONE NUMBER

The "Designee Business Telephone Number" item on line G of Form 642 is used to record in no more than 18 characters the area code, number, and extension of the emergency designee's place of business. It should be the number associated with the location recorded in the "Business Address" section on line G.

Example:

703/478-7777 X432

ee. DESIGNEE'S HOME ADDRESS

The "Designee's Home Address" item on line H of Form 642 is used to record the designee's street number, street name, city, state, and ZIP code. If the mailing address and the home address of an emergency designee are different, the home address is the required address.

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